



Position Title: Reception Volunteer

Position Service Site: The Nature Place, based in La Crosse, Wisconsin

Position Type: Volunteer

Time Requirements: 2 or 3 hour timeslots available during building open hours, Monday-Wednesday 12pm-8pm; Thursday-Friday 8am-4pm; Saturday 9am-12pm. You may choose to cover more than 1 timeslot at a time. At least a 2-month commitment required.

Overview: The Nature Place (TNP) is a nature-focused community center open to the public, located in beautiful Myrick Park in La Crosse, Wisconsin. Our mission is to inspire and cultivate meaningful connections between people and nature, for the benefit of both. We offer nature education programs and community events for all ages and our unique space is available to visit during open hours or to rent for special events and meetings. The Nature Place is your space, year-round, rain or shine.

The Nature Place occupies the ancestral lands of the Ho-Chunk.

Read More: natureplacelacrosse.org/about/land-acknowledgement

Position Description: The primary role of this position is commitment to successful daily operation of The Nature Place (TNP). This position will engage with the public, program participants, facility reservations, and staff in the daily operation of TNP. This position will assist the public with their visit to The Nature Place, answering any potential visitor questions. This position will work with the Visitor Services Team to remove barriers to accessing our space and services and will ensure the TNP is organized, clean, maintained, and safe.

Responsibilities:

- On-site Visitor Experience
 - Greet visitors
 - Answer questions or find appropriate person(s)
 - Promote program participation, visitor services, and volunteerism to visitors
 - Restock front desk and kiosk flyers
 - Light cleaning/tidying – coffee bar, lounge area, kid’s section, vacuuming rugs, dust windowsills, etc.
 - Light paperwork, filing, shredding, laminating, folding brochures, etc.
 - Communicate to the Visitor Services Manager any problems, success, potential issues, updates
 - Ensure TNP policies and safety procedures are followed
 - Training with education animals

- Marketing:
 - Assist in distribution of publicity for upcoming events, programs, and

volunteer opportunities

Trainings:

- Onboarding
 - The Nature Place Orientation
 - Sexual Harassment training

Qualifications:

- Experience or interest in working with the public
- Excellent customer service and professional demeanor
- Passionate about environmental causes and being a part of the community surrounding environmental service
- Willing to learn and implement strategies for diversity, equity and inclusion
- Dependable, highly self-motivated and hard-working
- Willing and able to follow and implement The Nature Place’s policies and procedures
- Ready to undergo a background check

**If you are certain you can accept the above agreement, please sign below.
This form must be signed in order for you to be a volunteer.**

Name Date

Amber Bydynkowski Date
Visitor Services Manager